



TRANSFER OPPORTUNITY FOR CURRENT STATE EMPLOYEES

OFFICE SERVICES SUPERVISOR II (GENERAL)

**DEPARTMENT OF INDUSTRIAL RELATIONS
DIVISION OF WORKERS' COMPENSATION – SAN JOSE CLAIMS ADJUDICATION OFFICE**

Position: Office Services Supervisor II (General)

Salary: Range \$2,856.00 - \$3,472.00

Location: 100 Paseo de San Antonio, San Jose, CA 95513

Duties: Under the general direction of the Presiding Workers' Compensation Judge, the Office Services Supervisor II (General), plans, organizes, directs the work, and is responsible for the supervision of Office Technicians (Typing) and Office Assistants (Typing and General). The OSS II (Gen) performs the following duties: plans, organizes, assigns and directs the work of clerical staff including the coordination of employees and prioritization of workload in the Division of Workers' Compensation Appeals Board, the Rehabilitation Unit, Disability Evaluation Unit and Information and Assistance Unit; interviews, hires and trains employees for the district office; evaluates performance, recommends appropriate actions; and prepares written performance appraisal reviews of his/her staff. Assures that all incoming and outgoing mail is processed and all documents are processed timely; and performs other duties as required.

SROA and Surplus Employees will be given first consideration and are encouraged to apply.

Current State employees who are eligible for transfer or list appointment to the above class may apply by sending an application to:

Department of Industrial Relations
Division of Workers' Compensation
P.O. Box 420603
San Francisco, CA 94142-0603
Attention: Bronwyn Ahlbrecht (510) 286-7090

Applications accepted until May 3, 2007 or until position filled

Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.